

NOTICE OF CIVIL SERVICE EXAMINATION

FIREFIGHTER

San Marcos, Texas

The City of San Marcos will conduct a Civil Service Examination in order to establish an eligibility list for hiring Firefighters. This eligibility list will be in effect for a period of one year from the test date or until the list has been exhausted, whichever occurs first.

****See text box on page 2 for REQUIRED documents that must be submitted on-line by deadline: October 24th.**

Test Date: October 28, 2016

Time: NO ADMITTANCE TO THE TEST SITE AFTER 9:00 AM

Test site: San Marcos Activity Center, [501 E. Hopkins, San Marcos, Texas 78666](#)

Starting Salary: \$3,986 Monthly (\$47,833 Annual)

Physical Ability Exercise:

Candidates should be prepared to take the Physical Fitness Assessment in the afternoon:

Date: October 28, 2016

Time: Roll Call at 1:00 PM

Place: San Marcos Activity Center

MINIMUM QUALIFICATIONS INCLUDE:

- Must be at least eighteen (18) years of age and not over thirty-five (35) years of age on the date of the entrance examination.
- Must be a high school graduate or have equivalency certificate certified by the issuing agency (i.e.: Texas Education Agency).
- Must hold a Texas Department of State Health Services "DSHS" Emergency Medical Services Certification Paramedic (National Registry, Licensed, or Certification).
- Must possess a Basic (or above) Structure Fire Suppression [Certification](#) from the [Texas Commission on Fire Protection](#) or documentation from the Texas Commission on Fire Protection stating that the applicant is certified as a firefighter on the date of examination.
- Must be able to obtain a Class B Texas Driver's License within one year of employment.
- Must comply with all applicable Civil Service Requirements and Regulations.

OTHER REQUIREMENTS:

- Proof of valid driver's license with an acceptable driving record.

ADDITIONAL INFORMATION:

- The Fire Chief may consider the applicant's failure to remove his/her name from any and all other fire department's eligibility list(s), and provide verification as requested, as a good and sufficient reason to pass over that applicant for initial appointment to a beginning position.

APPLICATION PROCESS

The [application](#) process involves first completing an online employment application for the Firefighter Entrance Examination posting. **When this process is complete, you will be provided with a confirmation number: i.e. (CN00555). Until you receive this number, the process is not complete.** If you have questions, please call 512.393.8066 or 512.393.8000 for a Human Resources representative to assist you.

Additional Points: Applicants who pass the examination with a score of 70 or more may be eligible to receive a maximum of five (5) additional points as outlined below. **The required documents must be attached through the application process by October 24th to be eligible for the additional points:**

- **Military Points (5 points):** Two (2) years prior honorable military experience (Honorable discharge from the United States Armed Forces). The DD-214 must reflect at least 2 years of active duty AND the word "Honorable" must be printed in the "Character of Service" section. The "Member-4" form includes the character of service.
- **Bachelor's Degree or greater (3 points):** A copy of the certified transcript must be provided.

Required Certifications must be provided:

The required (highest level) of certifications must be attached through the application process by October 24th to be eligible to take the exam October 28th.

1. **Texas Commission on Fire Protection Basic (or above) Structure Fire Suppression Certification.**
2. **DSHS Emergency Medical Services Certification Paramedic (National Registry, Licensed, or Certification).**

Applicants passing this written examination AND the physical ability exercise will be required to submit the Personal History Statement to the San Marcos Fire Department no later than 5:00pm on Monday, November 21, 2016. Generally, applicants spend 12-15 hours to complete this thoroughly.

TEST SITE INFORMATION

1. Absolutely no talking during the exam except directly to the proctor(s).
2. No reading the questions or answers out loud, for any reason.
3. Any person requiring reasonable accommodations to take the examination shall make such accommodations known to the Civil Service Director, in writing, no later than 10 business days prior to the examination.
4. No electronic devices are permitted inside the room during the examination.
5. No pencils while reviewing the tests.

TEST INFORMATION

The City of San Marcos' entry-level firefighter examination tests applicants ability to learn, remember, and apply information, reading comprehension, interests, situational judgment, and logical and mathematical reasoning ability. You will be given exactly twenty (20) minutes before the examination to read and study a booklet containing firefighter related information. During this time you should read and learn as much of the information as you can. You will be tested on how much of the information you can remember. You will not be able to take notes when reading the study materials or to refer to the study booklet during the test. A [study guide](#) is available for purchase from our test provider, IPMA-HR.

1. Applicants must have applied online and provided required certifications by October 24, 2016, and present a valid picture identification (i.e. driver's license, ID card etc.) to be admitted into the test site. Roll call will begin promptly at 9:00 AM. **Applicants not in attendance for roll call will not be permitted to take the test.**
2. Personal items will not be allowed in the testing room (i.e. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.). *No one* will be permitted to leave the building after the test has started until their test has been turned in.

3. Scoring:

- A score of 70%, or more, is passing.
- Applicants who pass and meet the criteria outlined above, receive a maximum of 5 additional points to increase their final score.
- An eligibility list will be established by listing applicants in order of applicant's final score. In the event of a tie in final score, the order will be determined by the date of receipt of application with the earliest date and time taking priority.

4. The Eligibility List will be posted on the City's webpage by 4 p.m. Tuesday, November 1st.

WHO IS CERTIFIED AND WHAT DOES THIS MEAN?

A certified firefighter is a person who holds a Basic, Intermediate, Advanced, or Master Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*. To obtain a Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*, a person must comply with Section 423, Subchapter A of the *Texas Commission on Fire Protection's Standards Manual*.

Qualified applicants must hold a minimum certification of Paramedic (National Registry, Licensed, or Certification). If you have any questions about your status with the Department of State Health Services, contact them through their [website](#).

This does not include any volunteer certification, military training or certification, or a certification from another state. If you have any questions about your status with the *Texas Commission on Fire Protection*, contact the Commission through their [website](#).